

Accelerated SAP		BUSINESS PROCESS PROCEDURE	
State of Utah	Organization/Area: Title:	Payroll Department Report of Annual/Converted Sick Over 320 Hours	
File Name:	H:\APAYROLL\BP- Manage Time & Attendance\BPPs External\BPP Report of Annual or Conv Sick Over 320 Hours.doc	Release:	R/3 ECC 5.0
Responsibility:	Department Payroll Staff	Status:	Issued: 08/13/2003 Revised: 10/10/2007

Overview

Trigger:

This report may be used by department payroll staff to identify employees that have annual and/or converted sick leave that exceeds the 320 hour maximum.

Business Process Procedure Overview
<p>Unused accrued annual and/or converted sick leave in excess of 320 hours shall be forfeited during leave year end processing for each calendar year. This report allows departments to identify employees that may lose annual and/or converted sick leave if the hours are not used before the end of the leave year (this date will be listed in the report heading).</p> <p>The use or lose date for the leave year is the "Pay Period End Date" of the <u>final</u> pay period listed in the Schedule of Pay Periods and Holidays for the current calendar year. Typically there are 26 pay periods in the leave year (on occasion 27 pay periods are used).</p> <p><i>A Schedule of Pay Periods and Holidays is available on the Division of Finance web site: www.finance.utah.gov in the Payroll, Payroll Documents section).</i></p> <p>This report should always be run on Wednesday, Thursday, or Friday during the week of payday to ensure the "Hours to be accrued" amount is accurate.</p> <p>If this report is run during the week of time entry, there is one extra pay period of accrual in the "Hours to be accrued" column.</p>

Procedural Steps

1. Access transaction by:

Via Menu	Time Entry Operator > Reports - other > Annual/Converted Sick over 320 hours
Via Transaction Code	Z_LEAVE_OVER_320
Via Favorites Menu	Annual/Converted Sick over 320 hours

Double click on "Annual/Converted Sick over 320 hours" and the following screen will appear:

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List of employees with Annual or Converted Sick in excess of 320 hours

Selection

Personnel Number

Organization key

Select Report Type

Run for Annual: ☐

Run for Converted Sick: ☐

Page breaks

☒ Yes

☐ No

Notes:





Run this report on Wednesday, Thursday, or Friday of payday week to ensure the "Hours to be accrued" amount is accurate.

If this report is run during the week of time entry, there is one extra pay period of accrual in the "Hours to be accrued" column.

Input – Available Fields	Field Value
Personnel number	Employee Identification Number of the employee (or employees)
Organization key	Department, Unit, and Distribution Code
Select Report Type	The report may be run for Annual or Converted Sick
Page breaks	Yes or No

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- 1.1 **This report should always be run on Wednesday, Thursday, or Friday of payday week to ensure the “Hours to be accrued” amount is accurate.** NOTE: If this report is run during the week of time entry, there is one extra pay period of accrual in the “Hours to be accrued” column.
- 1.2 **The “Personnel number” field may be left blank if using the agency “Organization key”.** Specific employees may be selected by entering the employee identification number(s) in the “Personnel number” field. Enter more than one EIN by clicking on the multiple selection  icon next to the “Personnel number” field. A box appears that allows entry of multiple EIN’s.
- 1.3 **The “Organization key” field allows entry of the Department code followed by a blank space, the Unit code and the Distribution code to specify a selection of an employee group.** Use the wild card symbol, *, in the selection criteria to get all employees within the same unit. For example, to print the report for all employees in department 100 and units with 04, enter 100(space)04*. Enter multiple organization keys by clicking on the multiple selection  icon to the right of the “Organization key” field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. The example below shows entries for selecting employees in department 100, units with 04, and any distribution code.
- 1.4 **The “Select Report Type” filter has two options: “Run for Annual”and “Run for Converted Sick”.** Designate the Report Type by clicking once in the white box, located to the right of each option. Run the report separately for each option.
- 1.5 **The default for “Page breaks” is set to “Yes”.** Clicking on the radial button next to “No” allows you to override the default setting.
- 1.6 **Click on the Execute  icon to view the report.**
- 1.7 **To print the report, click on the Print  icon, or you may choose List > Print from the screen heading toolbar.**
 - 1.7.1 **The example below shows the selection criteria used to identify employees who have Annual that exceeds the 320 hour maximum that will be lost if not used by the use or lose date for the leave year (this is the pay period end date for the final pay period listed on the Schedule of Pay Periods and Holidays for the current calendar year).**

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List of employees with Annual or Converted Sick in excess of 320 hours

Selection

Personnel Number

Organization key 100 04*

Select Report Type

Run for Annual: ☒

Run for Converted Sick: ☐

Page breaks

☐ Yes

☒ No

Notes:

Run this report on Wednesday, Thursday, or Friday of payday week to ensure the "Hours to be accrued" amount is accurate.

If this report is run during the week of time entry, there is one extra pay period of accrual in the "Hours to be accrued" column.

These selection filters were entered and resulted in the following report:

1. Organization key: 100 04*
2. Select Report Type: Run for Annual
3. Page Breaks: No

List Edit Goto System Help

List of employees with Annual or Converted Sick in excess of 320 hours

DATE: 10/10/2007 EMPLOYEES WHO MAY LOSE ANNUAL LEAVE OVER 320 HOURS IF IT IS NOT USED BY 01/11/2008 PAGE: 1

DEPT	UNIT	DIST	EMPLOYEE NUMBER	EMPLOYEE NAME	CURR ACCR RATE	ANNUAL AVAIL	HOURS TO BE ACCRUED	CALCULATED YEAR END BALANCE	ESTIMATED AMOUNT TO BE LOST
100	0410	0000	105412	Lee, Bruce	6	362.00	42.00	404.00	84.00
100	0410	0000	118629	Lou, Bertha	7	369.00	49.00	418.00	98.00
100	0410	0000	115324	Mollar, Lynann	6	362.00	42.00	404.00	84.00
			TOTAL EMPLOYEES IN UNIT 0410:	3					
			TOTAL HOURS LOST IN UNIT 0410:	266.00					
100	0420	0000	105130	Averett, Johnny	6	348.75	42.00	390.75	70.75
100	0420	0000	104209	Belle, Crissy	6	320.50	42.00	362.50	42.50
100	0420	0000	116230	Mae, Franny	7	352.00	49.00	401.00	81.00
100	0420	0000	103223	Marie, Tina	6	340.50	42.00	382.50	62.50
100	0420	0000	114709	Sue, Peggy	6	450.00	42.00	492.00	172.00
100	0420	0000	111058	Wood, Beatrice	7	447.50	49.00	496.50	176.50
			TOTAL EMPLOYEES IN UNIT 0420:	6					
			TOTAL HOURS LOST IN UNIT 0420:	605.25					
			TOTAL EMPLOYEES IN DEPT 100 :	9					
			TOTAL HOURS LOST IN DEPT 100 :	871.25					
			GRAND TOTAL EMPLOYEES:	9					
			GRAND TOTAL HOURS LOST:	871.25					

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1.7.2 The example below shows the selection criteria used to identify employees who have Converted Sick that exceeds the 320 hour maximum that will be lost if not used by the use or lose date for the leave year (this is the pay period end date for the final pay period listed on the Schedule of Pay Periods and Holidays for the current calendar year).

- The only time an employee would have converted sick above 320 hours would be due to a quota adjustment that was entered incorrectly.

The screenshot shows the SAP selection screen for the report 'List of employees with Annual or Converted Sick in excess of 320 hours'. The 'Selection' section has 'Personnel Number' empty and 'Organization key' set to '100 04*'. The 'Select Report Type' section has 'Run for Annual' unchecked and 'Run for Converted Sick' checked. The 'Page breaks' section has 'Yes' unchecked and 'No' selected. Notes at the bottom state: 'Run this report on Wednesday, Thursday, or Friday of payday week to ensure the "Hours to be accrued" amount is accurate. If this report is run during the week of time entry, there is one extra pay period of accrual in the "Hours to be accrued" column.'

These selection filters were entered and resulted in the following report:

1. Organization key: 100 04*
2. Select Report Type: Run for Converted Sick
3. Page Breaks: No

The screenshot shows the report output for the same selection criteria. The report title is 'List of employees with Annual or Converted Sick in excess of 320 hours'. The header includes 'DATE: 10/10/2007', 'EMPLOYEES WITH CONVERTED SICK LEAVE OVER 320 HOURS IF IT IS NOT USED BY 01/11/2008', and 'PAGE: 1'. The table lists two employees: Belle, Crissy and Wood, Beatrice, with their respective converted sick leave and amount to be lost. Summary totals are provided for Unit 0420, Department 100, and Grand Totals.

DEPT	UNIT	DIST	EMPLOYEE NUMBER	EMPLOYEE NAME	CONV SICK AVAIL	AMOUNT TO BE LOST
100	0420	0000	104209	Belle, Crissy	330.00	10.00
100	0420	0000	111058	Wood, Beatrice	325.00	5.00
			TOTAL EMPLOYEES IN UNIT 0420:		2	
			TOTAL HOURS LOST IN UNIT 0420:		15.00	
			TOTAL EMPLOYEES IN DEPT 100 :		2	
			TOTAL HOURS LOST IN DEPT 100 :		15.00	
			GRAND TOTAL EMPLOYEES:		2	
			GRAND TOTAL HOURS LOST:		15.00	

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2.0 The report heading contains the following information:

- Report title
- Page number
- Date the report was run
- Date the leave must be used by (this is the leave year end date)

2.1 The columns on the report are listed below with a brief description.

Dept	The employee's department code.
Unit	The employee's unit code.
Dist	The employee's distribution code.
Employee Number	The employee's identification number.
Employee Name	The employee's name.
Curr Accr Rate	The employee's current rate of accrual for annual leave.
Annual or Conv Sick Avail	The available annual or converted sick hours at the time the report was run.
Hours to be Accrued	The projected amount of annual accrual based on the remaining pay periods in the leave year.
Calculated Year End Balance	The estimated annual balance at leave yearend if no annual leave is used.
Estimated Amount to be Lost	The amount of annual or converted sick hours over 320, that will be lost if not used before the end of the leave year.
Total Employees in Unit	Sub total of employees in that unit with annual or converted sick hours over 320.
Total Hours Lost in Unit	Sub total of projected hours lost in that unit.
Total Employees in Department	Total number of employees in the department with annual or converted sick hours over 320.
Total Hours Lost in Department	Total projected hours lost for that department.
Grand Total Employees	Grand total of employees with annual or converted sick hours over 320.
Grand Total Hours Lost	Grand total of projected hours lost.

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